



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PROBATION/TRIAL PERIOD

Effective Date: August 28, 2006

Policy #: HR-14

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- I. PURPOSE:** To define types of probation and outline rules and procedures pertaining to types of probation imposed.
- II. POLICY:** Montana State Hospital adheres to the Department of Public Health and Human Services (DPHHS) Human Resources Policy #310 titled Trial-Period Status Probation.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Supervisors will monitor and evaluate employees during probation and trial periods.
- V. PROCEDURE:** PLEASE SEE DPHHS HUMAN RESOURCE POLICY #310, TRIAL-PERIOD STATUS PROBATION.
- VI. REFERENCES:** DPHHS Personnel Policies and Procedures
- VII. COLLABORATED WITH:** Hospital Administrator and Department Directors
- VIII. RESCISSIONS:** HR-14, *Probation / Trial Period* dated September 1, 2002; HOPP # 12-04p.020480, *Probation/Trial Period* dated April 15, 1996.
- IX. DISTRIBUTION:** All hospital policy manuals
- X. REVIEW AND REISSUE DATE:** August 2009
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources
- XII. ATTACHMENTS:** None

_____/_____/_____
Ed Amberg Date
Hospital Administrator

_____/_____/_____
Todd Thun Date
Director of Human Resource